

OGC 76-5678

14 October 1976

MEMORANDUM FOR: Director of Personnel

STATINTL FROM : [REDACTED]
Office of General Counsel

STATINTL ATTENTION : [REDACTED]

SUBJECT : Review of Authority for Staffing Employee
Activity Functions

1. Factual Situation: The Chief of the Audit Staff, Office of Inspector General, recommended in his Report of Audit, dated 5 May 1976, that the Director of Personnel solicit the opinion of General Counsel concerning the Agency's legal authority to assign five employees, paid from appropriated funds, to the EAA coordinator function and the physical fitness room. The staff assigned to the EAA coordinator function consists of two administrative and two clerical employees. It is their duty to coordinate the sports, social and other activities of the EAA in order to ensure that all Agency cover and personnel security requirements are met in employee group relationships with non-Agency persons and organizations. The staff assigned to the physical fitness room consists of only one employee whose duty it is to supervise the activities in the room and to maintain the equipment installed in the room. The Director of Personnel has requested an Opinion of General Counsel reviewing and establishing the legal authority for staffing the above-described employee activities.

2. Issue Presented: May the Director of Personnel legally authorize the assignment of Agency personnel paid from appropriated funds to the EAA coordinator function and the physical fitness room?

3. Conclusion: Yes. Appropriated funds may be used to pay Agency personnel assigned to the EAA coordinator function and the physical fitness room, based upon the unique security requirements of the Agency and the direct relationship between physical fitness and the duties assigned to Agency personnel.

4. The Use of Appropriated Funds for Purely Recreational Activities: It is provided in 31 U.S.C.A. section 628 that appropriated funds can be used for no other purpose than that for which they were appropriated.

Except as otherwise provided by law, funds appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no others.

This statute has been traditionally interpreted to proscribe the use of appropriated funds for recreational activities. The landmark decision in this regard is found at 18 Comp. Gen. 147 (A-96933, 10 August 1938) in a memorandum to the Secretary of War concerning recreational facilities of Midway Island. There it was stated:

While the furnishing of recreational facilities may be highly desirable, particularly in a place such as referred to in your letter, they constitute expenses which are personal to the employees and which are not permitted to be furnished from appropriated funds unless provided in the appropriation either specifically or by necessary implication. Id. at 147.

See also B-49169 (5 May 1945, unpublished) and B-37344 (14 October 1943, unpublished).

It was subsequently held at 27 Comp. Gen. 679 (B-73234, 12 May 1948) that the prohibition applied to personnel as well as facilities. In that case the Comptroller General refused to permit:

...The employment of personnel, to be paid from appropriated funds, to plan and to administer recreational and entertainment programs. Id. at 681.

It is therefore quite clear that appropriated funds cannot be used for purely recreational activities.

5. The Use of Appropriated Funds for Non-Specified but Essential Activities: Although appropriated funds cannot be used for purely recreational activities, the more modern and enlightened view is that physical fitness activities may be supported through the use of appropriated funds where such expenditure is essential to the mission for which the funds were appropriated. This policy was established in 27 Comp. Gen. 679, supra. That decision, although holding that appropriated funds could not be expended for purely recreational activities, went on to state quite significantly as follows:

It may be stated as a general rule that the use of appropriated funds for objects not specifically set forth in the appropriation act but having a direct connection with and essential to the carrying out of the purposes for which the funds were appropriated is authorized. Id. at 681.

This policy blossomed into full flower in 51 Comp. Gen. 797 (B-86148, 6 June 1972), overruling and reversing B-86148, 8 November 1950. This decision has subsequently been cited with approval in the most recent decisions of 55 Comp. Gen. 307; B-185591 (5 May 1976); and B-130082 (20 July 1976). This decision approved the use of appropriated funds for incentive-type MUZAK music. The decision stated:

Also, it was pointed out that a large number of private industries used incentive music thereby indicating that such firms must have found that the music resulted in increased production and reduced costs. Upon re-examination of our earlier decision we now are inclined to agree that the considerations in that case presented a reasonable basis for the administrative view that expenditures for incentive music constituted 'necessary expenses' under the appropriation there involved. Accordingly, since the Commissioner [Bureau of Public Debt] has determined that--based on factors such as the improvement of employee morale, increased employee productivity and resulting savings to the government--the proposed expenditures constitute 'necessary expenses' of the Bureau, we will not now question such a determination. Id. at 798-9.

If music can be adjudged a necessary expense associated with an appropriation, then most certainly can the EAA coordinator function and the physical fitness room be similarly adjudged.

6. The EAA Coordinator Function and the Physical Fitness Room as Essential to the Mission of the CIA: On several occasions it has been administratively determined within the Agency that the EAA coordinator function and the physical fitness room are necessary to the effective functioning of the CIA. In a Memorandum from General Counsel Lawrence R. Houston to the ADDA, Dated 16 November 1951 and entitled, "Use of Appropriated Funds for Recreational Activities," Mr. Houston stated:

...Justification for this Agency to expend funds for this purpose [recreational equipment or supervision] must be based upon unique operations, which could take us out of the purview of the decisions. Security considerations are the most likely

justification. Another factor supporting such an expenditure would be the need for physical fitness in the particular duties for which the personnel were slated.

A Memorandum from the Director of Personnel Emmett D. Echols to the DDS, dated 16 March 1962, similarly found a need for such facilities.

We have found that security considerations are apt to inhibit many of our employees from normal participation in outside community affairs. The Agency should fill this void by making it possible for people to pursue their interests 'within the family' where security restrictions can be relaxed.

Similar administrative determinations have been made by the Director of Personnel (1976) and the Deputy Director for Support (1967).

In light of the need to justify these expenditures, the following considerations appear to be overriding:

a. Security Considerations--

- (1) The protection of cover for Agency personnel.
- (2) The prevention of identification of Agency personnel.
- (3) The protection of Agency personnel.
- (4) The supervision of outside employee contacts.

b. The need for physical fitness in employees' job performance.

c. The improvement of employee morale.

d. Increased employee productivity and resulting savings to the Government.

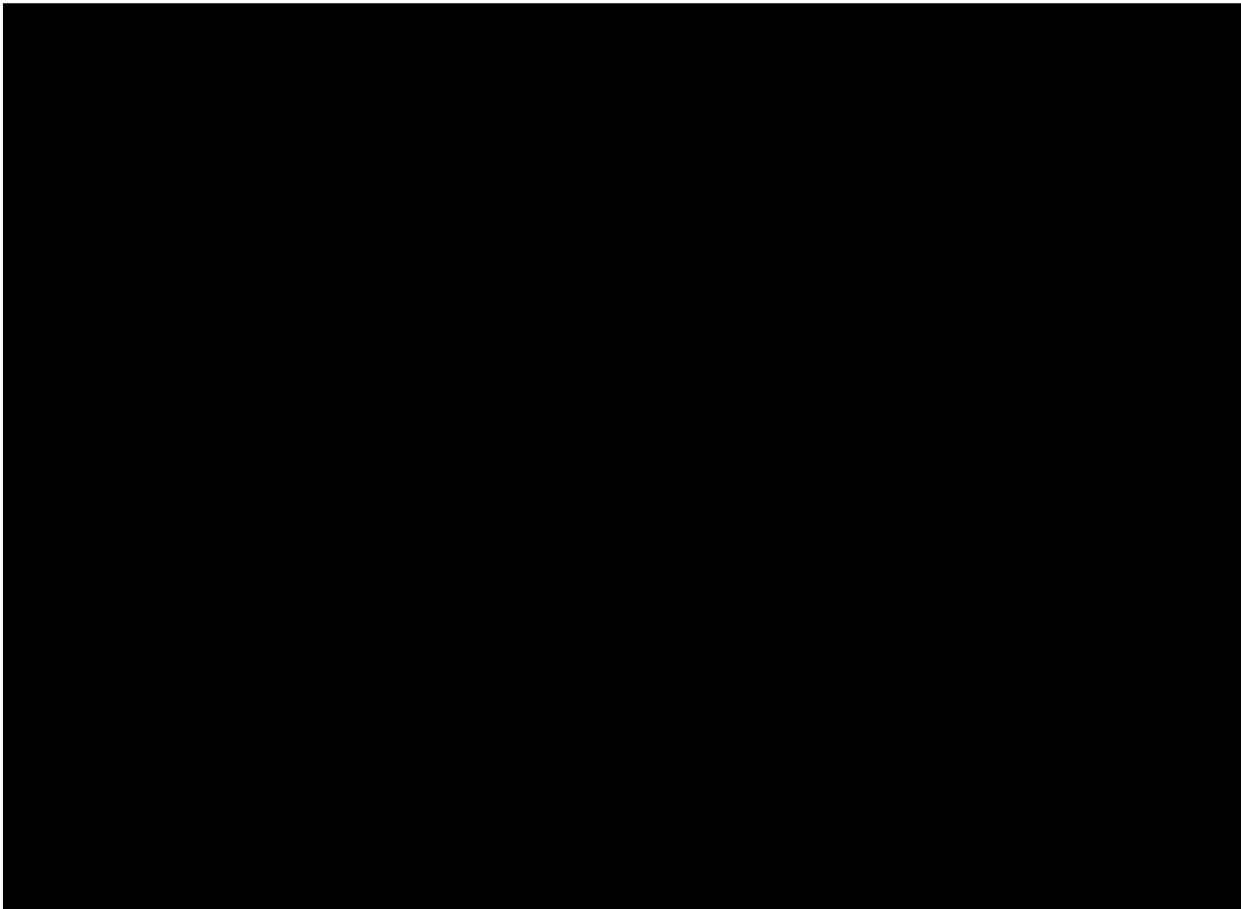
e. An administrative determination that the expense is necessary for Agency functions by the Director of Personnel (1976), the Director of Personnel (1962), the Deputy Director for Support (1967), and the General Counsel (1951). Although a similar determination by the DCI or the DDCI might be helpful in firmly establishing the propriety of the expenditure, such an additional determination is not required.

f. A finding that physical fitness, increased employee productivity, and the protection of Agency personnel are directly connected with and essential to the purposes for which Agency funds are appropriated.

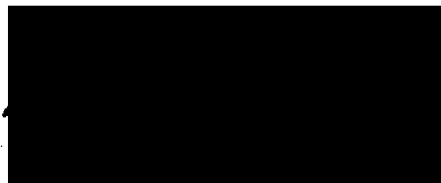
g. Provisions for employee security and physical fitness are a necessary implication of the CIA appropriation statutes.

h. Provisions for employee security and physical fitness are a "necessary expense." 51 Comp. Gen. 797.

FOIAb5



It may therefore be stated that security and personnel requirements require the continued use of appropriated funds for the EAA coordinator function and the physical fitness room.



STATINT

72-4272
72-1739
Executive Registry
72-6052
21 Nov 72

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Physical Fitness Room - Ames Center Building

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 6.

2. In view of the emphasis placed on physical fitness by the Director and the recent promulgations of the Office of Medical Services, the Office of Logistics has examined the problems and costs connected with the establishment of a physical fitness room in the basement of the Ames Center Building. Following, as far as possible, the pattern established with the Headquarters physical fitness room, plans have been drawn up for a limited exercise room. While available space will not permit rope climbing or a running track, room is available for chest weights, bicycle exercisers, rowing machine, abdominal board, vibrator, and a universal gym. Included also is supporting equipment such as showers, toilets, washer, dryer, and lockers. As with the Headquarters physical fitness room, a full-time attendant is required to manage and operate this facility.

3. The installation of a physical fitness room in the Ames Center Building is a significant investment in rental property. To protect such an investment, the General Services Administration will probably wish to extend the lease, due to expire in January 1976, before agreeing to the improvements. Such action, however, coincides with current Agency planning and should not present a significant obstacle. One-time investment and continuing yearly operating costs are as follows:

Investment Costs

a. Removal and installation of partitions, walls, lighting, floor covering, painting, air handling, utilities, and equipment installation	\$41,240
b. Shower and toilet area	10,840

Approved For Release 2002/02/14 : CIA-RDP84-00688R000200270018-7

SUBJECT: Physical Fitness Room - Ames Center Building

c. Water cooler, lockers, locker room bench, custodial desk	\$ 7,020
d. Athletic equipment	<u>5,500</u>
ESTIMATED TOTAL	<u>\$64,600</u>

Operating Costs

a. Full-time attendant (GS-07, step 1)	\$ 9,053
b. Equipment maintenance and replacement cost	1,500
c. Yearly space rental (2,032 square feet at \$2.25 per square foot per year)	<u>4,572</u>
ESTIMATED TOTAL	<u>\$15,125</u>

4. In view of the fact that such facilities will be utilized by personnel from all the Directorates located in the Rosslyn area, it is proposed that the one-time investment cost for constructing and equipping the facility be shared on a pro-rata basis among the DD/S, DD/I, and DD/S&T who comprise better than 90 percent of the Agency employees in the area. (Remaining personnel are distributed between the Office of the Director and the DD/P.) A distribution of the cost on this basis is as follows:

<u>Directorates</u>	<u>Percentage</u>	<u>Amount</u>
DD/S	54	\$34,884
DD/I	37	23,902
DD/S&T	<u>9</u>	<u>5,814</u>
TOTALS	100	<u>\$64,600</u>

SUBJECT: Physical Fitness Room - Ames Center Building

5. Further, it is proposed that the Office of Personnel assume responsibility for the management, operation, and cost of the full-time attendant in a manner consistent with the current practice for the Headquarters Building physical fitness room. As at Headquarters, personnel utilizing the facility will pay a small service charge for towels and other miscellaneous items. These funds will be used to keep a fresh supply of such items on hand. The Office of Logistics would assume the cost of maintenance, equipment replacement, and additional space rental costs in its budget.

6. It is recommended that the above proposal for construction and funding of a physical fitness room in the Ames Center Building be approved with the understanding that funds have not been budgeted for this expenditure and will, therefore, require re-programming of available funds within each Directorate prior to the end of the fiscal year.

STATIN

for John W. Coffey
Deputy Director
for Support

The recommendation contained in paragraph 6 is approved.

(s/ W. E. Colby

8 DEC 1972

W. E. Colby

Date

Executive Director-Comptroller

Distribution:

Orig - Return to DD/S

1 - Signing Official

1 - ER

1 - DD/I

1 - DD/S&T

2 - DD/S

1 - D/Log

✓ 1 - D/Pers

3 April 1972

BPS/OL

A Cost Projection for an Athletic Facility

1 Example: Gymnasium and Support Facilities

9,118 sq. ft. - Facility - prefabricated structure with brick veneer
 facia housing 1 standard basketball court with bleachers
 (portable) seating 35-50 spectators, locker room facil-
 ities (men & women). Basketball court serves as play-
 ing surface for secondary events, i. e., volleyball,
 badminton, etc.

Cost/Sq. Ft. in 1958	\$ 26.10
Total Project (1958)	\$ 238,000
Cost Escalated 6%/year to 1972	

** Cost /Sq. Ft. in 1972	\$ 48.02
SAY	\$48.00

** Total Project (1972)	\$ 437,000
SAY	\$ 440,000

PLUS

A&E Fee	\$ 26,000
GSA Costs	45,000
Contingency 10%	51,000
TOTAL PROJECT COST	\$562,000

2 Example: Swimming Facility

8,000 sq. ft. - Facility - prefabricated structure with block veneer
 facia housing one 25 meter, 6 lane swimming pool
 (standard) with filtering equipment housed in same
 structure. Locker room facilities are provided in
 a separate structure (see Example 1)

Cost/Sq. Ft. in 1958	\$ 20.00
Total Project (1958)	\$160,000
Cost Escalated 6%/year to 1972	

** Cost/Sq. Ft. in 1972	\$36.80
SAY	\$37.00

** Total Project (1972)	\$296,000
SAY	\$300,000

PLUS

A&E Fee	\$ 18,000
GSA Costs	49,000
Contingency 10%	37,000
TOTAL PROJECT COST	\$404,000

Combined Project Costs:

Gymnasium	\$562,000
25 Meter Pool	404,000
TOTAL *	<u>\$966,000</u>

NOTE: See attached sheets for sizes and space requirements

* This figure may be somewhat reduced if both projects are constructed under one contract due to reduced A&E and GSA costs brought about by a larger total contract amount.

** If construction is delayed past 1972, add 10% for every year of delay.